

## **STUDENT RECRUITMENT, SELECTION AND ADMISSIONS POLICY**

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## 1 Introduction

This Policy states The University of Manchester’s (*the University*) position on key matters relating to recruitment, selection, admissions and widening participation activity. This policy complies with relevant legislation and takes account of the principles outlined by the Admissions to Higher Education Steering Group. It is a public document and as such is written for an applicant audience.

This Policy is underpinned by our institutional strategic priorities, which are articulated in full in [The University of Manchester Strategic Vision 2020](#).

One of the University’s three core goals is “To provide a superb higher education and learning experience to outstanding students, irrespective of their backgrounds, and to produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society” (from [the University of Manchester Strategic Vision 2020](#)). Our Student Charter developed jointly by the University and The University of Manchester [Students’ Union](#), is an important part of how we establish and maintain clear mutual expectations for the experience of all students. It sets out what we can expect from each other as partners in a learning community. The Student Charter can be downloaded from the University website at <http://www.yoursay.manchester.ac.uk/student-charter/>

The policy is informed by the ten indicators set out in the Quality Assurance Agency’s UK Quality Code for Higher Education (Chapter B2 – Recruitment, selection and admission to higher education), and the good practice guides published by Supporting Professionalism in Admissions (SPA).

## 2 Purpose

To provide policy information to enquirers, applicants, parents and advisors about recruitment, selection and admissions at the University. It is the policy framework for all staff who are involved in recruitment, selection and admissions activity.

## 3 Scope

This policy covers applications for places on our undergraduate, postgraduate taught, postgraduate research and continuing professional development courses leading to the award of a degree, diploma or certificate, except the courses indicated. Courses may be offered in the one or more of the following study modes: full time, part time, distance or blended learning. Study modes available for each individual course will be detailed in

the course description.

Recruitment, selection and admission policies, practices and procedures for validated programmes run by partner institutions are the responsibility of the partner institution and are not covered by this policy. All partner institutions are required to have appropriate policies, procedures and practices in place.

## **4 Equality and Diversity**

The University is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community, including those that seek to apply to the University, are treated with respect and dignity. We aim to create a culture of diversity within our community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

We are committed to providing equality of opportunity for all, irrespective of:

- age
- disability
- ethnicity (including race, colour and nationality)
- gender (including gender reassignment, marital status, pregnancy or maternity)
- religion, belief
- sexual orientation (including civil partnership status)

The University's Equality and Diversity policy is applicable to all applicants, students and staff, the full policy can be found at

<http://documents.manchester.ac.uk/display.aspx?DocID=8361>

## **5 Responsibility for Recruitment, Admissions and Widening Participation Activities**

The University is committed to providing a professional recruitment and admissions service to all our applicants.

Recruitment and admissions activities are carried out in partnership between different parts of the University, in accordance with this Policy. As such, responsibility for different aspects of recruitment and admissions are shared between Academic Schools and Divisions and teams within the Directorate for the Student Experience (DSE).

Academic Schools and Divisions are responsible for:

- Determining selection criteria and setting up transparent assessment processes.
- Academic decisions and making offers to individual applicants, recording justifications for decisions and providing feedback as appropriate.
- Providing accurate and relevant information to prospective students.
- Communicating with applicants during the admissions process, providing information about the format of interviews and post-application visit days and the nature of any assessment or selection practices.
- Ensuring admissions procedures are fair, consistently applied and compliant with University admissions policy.

The Directorate for the Student Experience (DSE) is responsible for:

- Overseeing University recruitment and admissions processes, ensuring, in collaboration with Academic Schools and Divisions, that prospective students are supported from initial enquiry to registration.
- Managing the relationship with UCAS and advising applicants on UCAS procedures.
- Coordinating an applicant enquiry management process that meets the information needs of prospective students and other key stakeholders.
- Inducting new staff into recruitment and admissions roles, providing appropriate instruction and support.
- Providing training on key topics and sharing best practice to ensure front-line staff can fulfil their role competently and in a manner consistent with this policy.
- Disseminating information about national and institutional developments that impact recruitment and admissions practices.
- Providing information on international qualification equivalencies ensuring fairness and consistency of interpretation.
- The provision of information, advice and guidance to prospective students from all backgrounds through a centrally coordinated programme of UK and overseas recruitment and outreach activity.

The Director for the Student Experience (DSE) is responsible for undertaking the policy impact assessment and monitoring the implementation of this policy ensuring that it is reviewed and best serves our applicants and the University's aims in the light of changing circumstances. Working groups and networks are established to progress specific issues and agendas. In particular:

- The Intake Management Group: Its main objective is to monitor likely student enrolment against approved targets and to ensure appropriate action is taken in response to any anticipated shortfalls or over-recruitment.
- The Recruitment and Admissions Management Group: Oversees student recruitment, selection, conversion and admission within the framework of this policy. It includes responsibility for home and international student recruitment including those from a widening participation background.
- The Widening Access Working Group: Oversees strategic direction in relation to Widening Participation. Chaired by the Vice-President for Teaching, Learning and Students and with academic representation across Faculties and Directorate for the Student Experience (DSE).

All staff with designated recruitment, selection and admissions responsibilities must be familiar with this policy, and the associated procedures relevant to their areas of responsibility. The University will provide appropriate guidance, training and support for all staff engaged in recruitment, selection and admissions activities.

## 6 Student Recruitment

### 6.1 Provision of Information

The University is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective students. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions about the University of Manchester as a study destination.

Information provision is guided by the following principles:

**Accuracy:** The University is committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment and admissions staff working within Academic Schools and Divisions to ensure that information remains

current and is accurate at point of enrolment.

**Transparency:** Information about our courses and the student experience more broadly is communicated through multiple channels including: University and academic School or Division websites, undergraduate and postgraduate prospectuses, course brochures, digital communications, open days, post-application visits days and through correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, the University maintains individual course information profiles accessible in multiple locations on the University website. The information includes: entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, funding, attendance requirements, professional accreditation and employability outcomes.

**Timeliness:** The University seeks to provide appropriate information at each stage of the applicant journey, from early interactions with pre-16 learners to targeted communication with offer holders.

We make every effort to ensure that the information we provide is accurate when it is published. Printed materials such as the prospectus and subject-specific literature can be prepared as much as 18 months before a course begins. Therefore, applicants should refer to the University website for the most up-to-date information about course content, selection criteria, University processes and financial matters. The University has safeguards in place to ensure any course changes made post-offer are reasonable, in the best interests of students and brought to the attention of students at the earliest opportunity. In such circumstances applicants will be given the option to transfer to an alternative programme or to withdraw their application.

## **6.2 Commitment to Professional Standards in Recruitment**

The University provides a professional service to applicants and prospective students, delivered by expert representatives. The University is an institutional member of the Higher Education Liaison Officer Association (HELOA) and the British Universities' International Liaison Association (BUILA) and our work is guided by their codes of practice and rigorous standards on impartiality. Our recruitment practitioners, drawn from across the professional support services and academic community, are committed to:

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Keeping abreast of UK and international Higher Education trends and developments.
- Maintaining integrity in their interactions with prospective students and avoiding offering personal views or opinions on other UK HEIs.
- Developing knowledge of sources of information and advice about progression to higher education.
- Developing promotional materials that provide a balanced and accurate account of the Manchester student experience.
- Providing support only for events that provide free and impartial advice to prospective students.

All recruitment and admissions staff undertake training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current. Information and training is disseminated through recruitment and admissions networks, coordinated by the DSE and attended by staff working within Academic Schools and Divisions. Bespoke training and information sessions are delivered on key topics and in response to national/international legislative or procedural changes. Additionally, staff members representing the University at UK undergraduate recruitment events are part of a Schools and Colleges Liaison Team who receive information, training

and shadowing opportunities to support them in this role. Also, those staff members who undertake international recruitment work are provided with good practice guidelines and information regarding general entry criteria appropriate to the markets to be visited, key promotional messages and basic immigration criteria where required.

### **6.3 Use of Third Parties and Educational Advisers**

The University works with a relatively small number of educational advisors worldwide. All Manchester education advisors are contracted on a three year renewable basis. All new partners are selected on the basis of a full and robust recruitment process in accordance with British Council good practice guidance available at <http://www.britishcouncil.org/education/education-agents>

All agents and advisers are monitored on an ongoing basis both in the UK and overseas. University staff carry out regular training during overseas visits and via occasional familiarisation visits to the University. The International Office hosts a training and familiarisation conference at the University, every two years.

## **7 Assessment of Applications**

### **7.1 Fair Admissions**

The University is committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background. In so doing, we are committed to the 5 key principles of Fair Admissions as outlined in the Schwartz report: transparency, minimising barriers to entry, selecting for merit, potential and diversity, professionalism and using assessment methods that are reliable and valid. The Schwartz report is available at <https://www.spa.ac.uk/sites/default/files/Admissions-review-Schwartz-2004.pdf>.

### **7.2 Selection Criteria**

Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the University website at [www.manchester.ac.uk](http://www.manchester.ac.uk).

The University receives many excellent applications every year. Many of our courses receive several applications for every available place, so regrettably we cannot offer places to all applicants who have the minimum entry qualifications that we require.

All applicants for a course are assessed against the same entry criteria. Where places are limited, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course and to contribute to the academic School or Division and the University.

Methods of assessing applications vary between courses but may include: prior and predicted academic achievement, references, personal or supporting statements, interview, aptitude tests, and research proposals.

Our applicants come from diverse educational, professional and personal backgrounds. We recognise that occasionally a course's standard procedure for assessing applications may not provide the admissions staff with an accurate understanding of an applicant's suitability. In such cases we may ask applicants to provide us with alternative evidence to support their applications or adjust our standard admissions requirements. The admissions staff from the School will contact applicants directly where additional information is required.

## **8 Entry Qualifications**

### **8.1 Entry Qualifications for Admission**

The University welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staff for each course are responsible for determining the qualifications and/or subjects that are appropriate for admission. Strategic oversight of qualifications and UK equivalency is undertaken by the Admissions Qualifications Group. This group has responsibility for UK, EU and international academic qualifications for entry to undergraduate and postgraduate taught courses.

The general minimum institutional entry requirements are:

- Applicants for all courses must normally demonstrate a broad general education including, acceptable levels of literacy and numeracy, equivalent to at least grade C/ grade 4 GCSE in English Language and Mathematics.
- Applicants for taught postgraduate courses must normally possess or expect a relevant undergraduate degree at a minimum level of 2.2 (Lower second class) Honours, or equivalent alternative qualifications or experience.
- Applicants for research degrees must normally possess or expect a relevant undergraduate degree at a minimum level of 2.1 (Upper second class) Honours, or equivalent alternative qualifications or experience.

Individual course entry requirements may be higher than these, the detail is provided in the course profiles.

### **8.2 Applicants with UK qualifications**

The University of Manchester does not use the UCAS Tariff to frame entry requirements or offers, nor do we rely on the UCAS Tariff to arrive at equivalencies between qualifications. The general position on specific types of UK qualifications for entry, including newly reformed qualifications in England can be found at:

<http://www.manchester.ac.uk/study/undergraduate/applications/entry-requirements/uk-entry-requirements/>

### **8.3 Applicants with non- UK qualifications**

The University welcomes students from all over the world and we invite applications from students whose previous education has not included UK qualifications. Applications from international applicants will be assessed against the standard entry criteria. We have experience in considering a wide range of international qualifications, and our International Office offers advice and guidance for applicants who may wish to discuss whether their qualifications will meet our criteria.

### **8.4 Applicants who are returning to education**

The University considers applications from applicants returning to education after employment or other experience. These applications will be assessed against the standard entry criteria of the course to which an application was made. However, we recognise that standard selection measures and procedures may not enable all applicants to demonstrate fully their suitability for the chosen course. Where appropriate, School's admissions staff will seek and consider alternative evidence in order to give all applicants equivalent consideration. Where this alternative evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry requirements.

## **9 English Language Requirements**

Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in the written and spoken use of the English language to the general standard required by the University, and in the specific entry requirements of the course they are applying for. We must also make sure that international applicants, who will need a Tier 4 visa to study with us, meet UK Visas and Immigration's English language requirements.

The minimum acceptable level of proficiency for admission to most courses is GCSE English Language (grade C/grade 4 or above) or an International English Language Testing (IELTS) average score of 6.0 with a minimum score of 5.5 in each component. For more linguistically demanding courses (such as Law, Management, Medicine and Postgraduate research courses), requirements are higher.

The English Language Qualification Group provides academic scrutiny of English language qualifications that are acceptable for admission including determining those that can be included on the vouch list.

## **10 Duty to Disclose Criminal Convictions**

The University has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions.

For courses where studies necessitate interaction with children and/or vulnerable adults, applicants must declare all criminal convictions. For these courses, the University requires applicants to pass a criminal records check carried out by the Disclosure and Barring Service (<http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>) and/or similar police check in their home country. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

Further information about course content and course related requirements, including the requirements of undertaking a criminal records check are available on the following websites: <http://www.manchester.ac.uk/undergraduate/courses/> and <http://www.manchester.ac.uk/postgraduate/>.

Further information can be found in the [Information and Guidance for Applicants with a Criminal Conviction](#).

Where a criminal records check is not a mandatory requirement, the academic School or Division will assess the application against the standard entry requirements of the course and decide whether a place can be offered. The central Admissions Team will investigate the nature of the criminal conviction independently of the decision to offer a place.

## **11 Medical Fitness Assessment**

We require applicants for certain vocational or professional courses and research programmes to demonstrate medical fitness to practise, in order to comply with the requirements of relevant professional bodies. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the course.

Further information about the process is available in the *Procedure for admitting applicants for courses requiring medical fitness assessment*, which can be viewed on the University website at: <http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/> and



<http://www.manchester.ac.uk/study/masters/admissions/policies-procedures/> or <http://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/>

## **12 Applicants seeking to enter with Accreditation of Prior Learning**

Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. The admissions staff for the relevant course are responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than for experience itself. APL credit will normally be accepted within a maximum of five years from the date it was awarded. APEL experience will normally be accepted within a maximum of five years from the date of the most recent activity. Applicants are strongly advised to discuss their circumstances with the relevant academic School or Division admissions staff before submitting an application.

Further information can be found in [The Principles and Guidance for AP\(E\)L](#)

## **13 Applicants with Additional Support Needs**

The University welcomes applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study. Further information is available in the *Procedure for applicants who have a disability*, which is available at:

<http://www.manchester.ac.uk/undergraduate/howtoapply/applying/> or <http://www.manchester.ac.uk/study/masters/admissions/policies-procedures/> or <http://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/>

## **14 Applicants with Special Circumstances**

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the admissions staff in the academic School or Division to which they applied as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. Where special circumstances have already been taken into account, for example by the relevant examination board, we will not be able to make further allowances.

## **15 Applicants Seeking Deferred Entry**

Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications up to the point of confirmation. Deferred entry where possible is normally granted for one year only and two years at the maximum, at the discretion of admissions staff. Applicants whose first language is not English and who are required to present English Language qualifications should ensure that the test results will be valid on the date of registration.

## **16 Applicants Wishing to Reapply**

Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may

draw upon all information from previous applications or any previous registrations at the University as a student when assessing suitability for a course.

## **17 Information on the Admissions Process**

### **17.1 Start of Admissions Cycle**

The admissions cycle at The University of Manchester formally starts on the second Monday of October.

### **17.2 Closing Dates**

All applications for undergraduate courses starting in September should be received by UCAS by the deadlines of 15 October of the previous year for Medicine and Dentistry and 15 January for all other courses. Applications made before the closing date will be considered equally against the stated selection criteria and in the context of the number of available places. The University will consider late applications only for courses where places are still available. For many courses, places may not be available after the deadline. Applications from international, non-EU applicants will be considered until 30 June for courses other than Medicine and Dentistry, although applicants are advised to apply as early as possible.

Postgraduate courses will be closed once all offers have been made and so applicants are advised to apply as early as possible. Many postgraduate taught courses or research degrees do not have a formal closing date for application however, there may be deadlines that apply to funding opportunities. Where a closing date applies it will be published in the University's recruitment literature or other relevant course information as well as on the University's website.

### **17.3 Admissions Process**

#### **17.3.1 Initial Application**

Applications are assessed and the places offered on the basis of the academic and professional judgement of suitably qualified staff. Applicants will normally receive a response within five to ten working days of the receipt of a completed application. This response may be:

- A decision on the application.
- Information regarding the next stage in the admissions process (e.g. invitation to attend an interview), or
- An explanation of the admissions process and the likely time-scale of what will happen next.

#### **17.3.2 The Making of Offers**

All applicants who are offered a place to study at the University will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to the University. Offer letters will be sent out either by post or as an email attachment.

The terms and conditions of the offer can be found at

<http://www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-offer/>

<http://www.manchester.ac.uk/study/masters/admissions/policies-procedures/>  
<http://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/>

Where an offer is conditional upon attaining a specified level of academic achievement this offer will be tailored to suit the qualifications that the applicant is undertaking. Please note that we do not make offers using UCAS tariff points.

Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include for example, certificates and degree transcripts once these become available or the fulfilment of other requirements such as medical fitness.

## **18 Tier 4 (Student) Visa**

The UK government operates a points based immigration system for all overseas (non-EU) students. Applicants who are not a British citizen, or a citizen of one of the European Economic Area (EEA) countries, will need a visa to study in the UK. Further details at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

The University is licensed with the Home Office as a Tier 4 Sponsor. The University aims to provide a Confirmation of Acceptance of Studies (CAS) in good time for the visa application but in doing so relies on the applicant taking responsibility for

- making an early application for admission including complete details of all previous study and periods of study in the UK
- responding fully and in good time to accept the offer
- responding fully to requests for any further information, such as passport details and
- providing a current email address to which the CAS will be issued.

In order to comply with the relevant United Kingdom legislation and immigration regulations, the University will notify the immigration authorities, where relevant, of any non-arrival, or late arrival, of an applicant and of any subsequent changes to a student's registration status. The University reserves the right to refuse admission should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of his/her programme of study.

All applicants requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling upon their programme of study, the University is informed that the applicant/student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or withdraw the offer of a place and/or withdraw its sponsorship of the individual's visa.

The University may need to review this policy in light of changes to Home Office Tier 4 policy in order to remain compliant with Sponsor duties. This may result in changes to matters such as the evidence required for English language proficiency at short notice. Where changes are necessary due to Home Office changes the University will endeavour to contact all applicants holding an offer and on whom the change will impact, within 6 weeks.

Further information for University admission is available at

<http://www.manchester.ac.uk/study/international/admissions/visa-guidance/>

## **19 Academic Technology Approval Scheme (ATAS)**

To study certain courses in the UK, international non-EU applicants are required to obtain an Academic Technology Approval Scheme (ATAS) certificate. Where this is a requirement, the immigration rules state that applicants must have obtained an ATAS certificate for the programme before applying for a student visa or extension of stay. Students already holding other immigration permission that permits study, such as dependent visas, must obtain ATAS clearance before the start of the course. We advise that applicants begin the ATAS application process as soon as possible after an offer has been made. Further information is available at <https://www.gov.uk/guidance/academic-technology-approval-scheme>.

## **20 Interaction between the University and Applicants**

The University will communicate regularly with offer holders providing relevant information throughout the process with information such as accommodation, immigration requirements, start of year registration processes and welcome week events.

### **20.1 Applicant Behaviour**

The University of Manchester has a diverse population and expects all interaction between applicants, representatives of applicants, students and staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour towards members of our community. Examples of inappropriate behaviour include hostile or aggressive behaviour or the act of offering a bribe or financial inducement. Inappropriate behaviour will be viewed seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by the University when their conduct is such that action is being considered. In exceptional cases, e.g. a threat to a member of staff, then no warning need be given before action is taken.

### **20.2 Fraud, Omission and Plagiarism**

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur the University reserves the right under the provisions of Ordinance XVI to dismiss the application, withdraw an offer of a place and/or revoke your registration. The University may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation.

Scanned copies of documents are generally accepted during the admission process but original documents can be requested at any stage. Decision makers are trained in detecting and dealing with fraudulent documents. Academic Schools and Divisions may ask to see original documents as part of the admissions selection process or at registration.

## **21 Policy relating to Applications for Undergraduate Courses**

### **21.1 UCAS Procedure**

The University will observe the procedures and deadlines for the handling of applications as set out by UCAS (Universities and Colleges Admissions Service). Except for transfers within the University, all applications for admissions to full-time undergraduate degree courses must be made through UCAS. See further information on UCAS website at <http://www.ucas.com/>.

### **21.2 Undergraduate Admissions Framework**

We have developed an admissions framework to support the principles of fair and transparent admissions. The framework outlines the different stages in the selection process and demonstrates how a final decision is formed on the basis of an overall consideration of each application. More information about the framework can be found on the University website at: <http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/assessment/>.

### **21.3 Use of Contextual Data**

In order to build up a full and rounded view of applicant achievement and potential, the University uses contextual information to supplement undergraduate applications. This applies to UK applicants under the age of 21 only. Publicly available datasets from government and other agencies are used and disseminated to our Academic Schools and Divisions. This is simply additional information provided to admissions decision makers alongside applicants' UCAS forms. No decisions will be made on the basis of this information alone and all undergraduate applicants must meet our standard academic criteria to be considered for entry. Further information about the use of contextual data is available at: <http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/assessment/contextual-data/>.

### **21.4 Outreach and Support Work and Additional Access Routes**

The University of Manchester is committed to identifying and attracting outstanding students based on their educational potential and merit, nationally and internationally, irrespective of background.

We work closely with primary and secondary learners to expand opportunity for progression into higher education generally. This work is particularly important within our local communities in Greater Manchester and the North-West region, where progression rates into higher education still fall significantly below the national average.

Our post-16 activities have a more specific focus on fair access to The University of Manchester and we are committed to developing and expanding alternative progression programmes for particular students and subject areas.

Further information is available at: [www.manchester.ac.uk/schoolsandcolleges](http://www.manchester.ac.uk/schoolsandcolleges).

### **21.5 Minors**

Students who have not reached the age of 18 on 1<sup>st</sup> of September at the year of entry are legally considered to be 'minors' (i.e. not yet adults) under English law. This means that the University has an *enhanced duty of care* to all students under the age of 18. We will carry out a full risk assessment for all applicants who will be under the age of 17 on

1<sup>st</sup> of September at the point of entry; the academic School or Division may carry out the risk assessment at their discretion for applicants who are 17 but under 18 on 1<sup>st</sup> of September at the year of entry, for example where the content of the proposed programme of study merits it.

Further information is available in the *Process of Admitting minors* document which is available at <http://www.manchester.ac.uk/undergraduate/howtoapply/applying/>.

## **21.6 Care Leavers**

The University has developed a protocol to identify and support applicants from care backgrounds. Students identifying themselves as having spent time in local authority care through their UCAS application are flagged as part of our contextual data processes. Further information of the support available to care leavers can be found at:

<http://www.manchester.ac.uk/undergraduate/schoolsandcolleges/secondary/targeted-groups/>.

Further information is available at: [www.manchester.ac.uk/schoolsandcolleges](http://www.manchester.ac.uk/schoolsandcolleges).

## **21.7 Confirmation**

The University will confirm whether an applicant has met their offer upon receipt of results. All applicants meeting the conditions of their offer will have their place confirmed. Applicants with contextual data flags and special circumstances declared before results are published may be given additional consideration if they are found to have narrowly missed the conditions of their offer.

Applicants who have missed the conditions of their offer may be considered for alternative courses where the entry requirements are lower, for example a foundation year course, where applicable, may be offered. Applicants will be informed of this and given opportunity to consider the offer. Applicants are under no obligation to accept the alternative course.

## **21.8 Clearing Applications**

The University will advertise any vacancies that are available after the close of the main UCAS admission cycle on UCAS and University websites. A telephone hotline service will be available for enquirers. Suitably qualified applicants will be considered against the published entry criteria. As A level results are released in mid-August, please note that where additional requirements may need to be completed prior to admission, it may not be possible to start immediately. For example, there may be insufficient time to investigate an applicant who declares a criminal conviction.

# **22 Policy relating to Applications for Postgraduate Courses**

## **22.1 Applications**

The term 'application' refers to a fully completed and submitted application including supporting documentation (e.g. transcripts, references, additional statements of purpose) where required. Speculative communications are not considered to be formal applications. Applications for postgraduate courses are made via the University's online application process.

Some courses may charge a fee for applications, where this applies the fee will be displayed on the course profile. In these instances, decisions will not be confirmed until the applicable fees have been paid.

Applicants may apply for multiple courses and may receive offers on multiple courses. Where an applicant has applied for multiple courses within the same academic School or Division the School/Division reserves the right to offer a place for only one of the courses.

## **22.2 UCAS Teacher Training procedure for PGCE courses**

The University will observe the procedures and deadlines for the handling of applications to PGCE courses, as set out by UCAS Teacher Training. All applications for admissions to PGCE courses must be made through UCAS Teacher Training. Further information is available at: <https://www.ucas.com/ucas/teacher-training>

## **22.3 Supervision for Research Programmes**

The University will admit students only where we reasonably expect to be able to provide appropriate specialist supervision and necessary resources for the specified duration of the programme.

## **22.4 Interviews for Postgraduate Research Courses**

Before an offer of a place is made, you will be invited to participate in an interview. As a face to face interview is often impractical, the interview may take different forms such as via telephone, Skype or other software package. The panel will include as a minimum two academic members of staff, one of whom who is the potential supervisor and another one who is independent to the research project.

# **23 Personal Data**

## **23.1 University use of Prospective Enquirer Data**

The University collects data on prospective enquirers who request prospectus information or other course literature, attend open days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents. This data is not shared with any third parties.

## **23.2 University use of Applicant Data**

The University of Manchester needs to collect, maintain and use personal data relating to its applicants to allow us to process applications for study, register students, to administer courses and to provide facilities for students.

Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support, managing accommodation services and providing access to the Library and sports facilities and the facilities in The University of Manchester's Students' Union.

The University also needs to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other health data in order to undertake equal opportunity monitoring, and provide access to some courses and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some courses. This data will only be shared between staff who have a legitimate need to see it.

The personal data held about applicants is processed in accordance with the Data Protection Act 1998. It is shared internally where appropriate in order to meet the purposes detailed above. The Act requires that any information held is accurate and has

been processed fairly and lawfully. It gives applicants the right to check the information held and to correct it if necessary.

All data is held and processed in accordance with the requirements of the Data Protection Act 1998. Further information on Data Protection and the data held by The University of Manchester is available from the Records Management Office, +44 (0)161 275 5782/8400

Anonymised and aggregated applicant data are analysed by the University, for purposes including institutional and statutory monitoring, market research, planning, and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.

## **24 Transition from Applicant to Student**

### **24.1 Registration**

While applicants are able to apply to a number of courses at the University, they are only able to register on one full-time course in any one year. Applicants aiming to register on two part-time courses or programmes should discuss this as soon as possible with the course admissions staff.

For joint courses, one will be a lead institution who will be responsible for admissions. Students will be required to register at both institutions in order to gain access to facilities for their course.

### **24.2 Intellectual Property**

The University regards the creation of Intellectual Property (IP) as one of its major objectives and has Regulations regarding new inventions and IP arising from students whilst studying at the University. The University's Policy relating to IP, and the communication of IP is available on the University website at:

<http://www.manchester.ac.uk/study/masters/admissions/policies-procedures/> or  
<http://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/>

## **25 Fee Assessment Status**

The University charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. For universities in the UK the guidelines for assessing a student's fee status are set by the Department for Education in the Education (Fees and Awards) Regulations 1997. Guidelines for fee assessment are set out in the UKCISA guidelines <http://www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/England-Higher-Education>

Upon receipt of an application to study at the University, a set of rules will be applied to assess whether the applicant meets the criteria to be classed as a home/EU or international student. Where the information provided does not allow us to make a decision the applicant will be informed of this and asked to complete the tuition fee assessment process and to provide additional documents. Information on this can be found at:

<http://www.manchester.ac.uk/study/undergraduate/student-finance/status/>  
<http://www.manchester.ac.uk/study/masters/fees/which-fees-eu-international/>

Funding constraints may determine the eligibility of an applicant to be considered for a particular course. Fees for home undergraduate courses are subject to the provision of



our current Access Agreement, as approved by The Office of Fair Access.

## **26 Tuition Fees and Funding**

There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding arrangements at the point of application.

Applicants are bound by the University's Ordinances and Regulations on the payment of fees and the consequences of non-payment (see Ordinance XVI; General Regulation XII). Sponsored students should be aware that should their sponsor fail to pay the required fees, the applicant will become responsible for payment.

For some courses a non-refundable deposit is required at the point at which the offer of a place is firmly accepted. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.

Further information about fees and funding can be found at:

<http://www.manchester.ac.uk/study/undergraduate/student-finance/2016/>  
<http://www.manchester.ac.uk/postgraduate/funding/>

## **27 Changes to or Discontinuation of Courses**

The content, delivery and assessment of courses are reviewed regularly to ensure that they are up to date, relevant, reflect current research and practice and are consistent with the requirements of regulatory bodies.

The University would only look to make changes to courses (for example, to their content, structure or assessment) or discontinue a course (or certain elements of a course) during the admissions cycle in exceptional circumstances (such as for the reasons outlined above or where such changes are otherwise operationally necessary), and where such changes are objectively necessary.

Where this is the case then:

- Offer holders will be informed at the earliest possible opportunity and provided with advice and support regarding the impact of the changes and the options available to them.
- The University will take all reasonable steps to minimise any disruption caused to the offer holder by the changes.
- Where appropriate, offer holders may be given help with securing an offer of a suitable alternative course internally or at another institution.

## **28 Feedback, Appeals and Complaints**

We aim to consider all applications fairly and effectively against the published entry requirements and in line with our procedures. We provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the course admissions staff. To request feedback, applicants should contact the admissions staff for their chosen course.

If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Admissions staff for the course for which the application was made. Where the concerns remain, applicants are advised to use the Appeals and Complaints Procedure for Applicants which has been

established to safeguard the interests of prospective students. The procedure is available on the University's website at:

<http://www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/> and <http://www.manchester.ac.uk/study/masters/admissions/policies-procedures/> or <http://www.manchester.ac.uk/study/postgraduate-research/admissions/policies-procedures/>

## **29 Implementation**

This policy replaces an existing policy, a full implementation plan has been developed and will be overseen by the Recruitment and Admissions Management Group with planned reviews at six and twelve months.

## **30 Monitoring and Review**

This policy and related recruitment and admissions procedures and practices across the University are overseen by the Recruitment and Admissions Management Group (RAMG). Activities or developments that have implications for the policy are considered at each meeting.

<b>Document control box</b>	
Policy/procedure title:	Student Recruitment, Selection and Admissions Policy
Date approved:	May 2016
Approving body:	Teaching and Learning Group and Manchester Doctoral Centre
Implementation date:	
Version:	Version 1
Supersedes:	Student Admissions Policy 2012
Previous review dates:	December 2012
Next review date:	February 2019
Related Statutes, Ordinances, Regulations, General	Equality Act 2010 Race Relations Amendment Act 2000 Special Educational Needs and Disability Act 2001 Human Rights Act 1998 Data Protection Act 1998 Freedom of Information Act 2000 Safeguarding Vulnerable Groups Act 2006 Children Act 2006 Ordinance XVI The Admissions and Registration of Students
Related Policies:	
Related Procedures and Guidance:	Procedure for admitting applicants to courses that require medical fitness assessment; Procedure for Applicants with a Criminal Conviction Procedure for Applicants with a Disability; Procedure for Appeals and Complaints for Applicants Admitting minors procedure; The Fee Assessment Procedure for Applicants
Policy owner:	Director for Student Admissions and Administration (Sarah Beer), Director of Student Recruitment and International Development, Mike Gibbons
Lead contact:	Catherine Schofield, Head of Student Services Operations. Bernard Strutt, Head of UK/EU Student Recruitment Fiona Brown, Head of International Office